



CYNTHIA D TOONE

DIGITAL PROJECT MANAGER

CONTACTS



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OBJECTIVE

To obtain the Digital Project Manager position and utilize my experience and skills for the successful completion of each job task.

JOB DUTIES

Digital Project Manager, 2016–present

Entercom Communications

- Established project deadlines by scheduling jobs, setting priorities, and routing all requirements to appropriate staff.
- Developed product requirements with input from acquisition editors, director of digital products, editorial, marketing, and market research, including detailed proposals, budgets, and schedules.
- Routed new creative requests/quotes/job approvals to the creative department.
- Ensured project documents were complete, current, and stored appropriately.
- Led team meetings, maintained project calendar, and ensured that open issues were resolved in a timely manner.

Digital Project Manager, 2014–2016

AEG Presents LLC

- Managed and reported regularly on project schedules, budgets, cost estimates, and actual expenditures.
- Managed project timelines, budgets, and strategic partner/vendor relationships requirements.
- Planned projects, including requirements definition, scope, deliverables, schedule, and budget.
- Monitored workloads, created project schedules, tracked and monitored progress and followed up with team members to ensure the workflow continued moving smoothly.
- Managed the output of designers, programmers, and information architects on a per-project basis.